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IN RETURN FOR THE  
RECORDS MANAGEMENT DIVISION

RETURN TO

RECORDS MANAGEMENT DIVISION

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PROPOSED ISSUANCE: Regulation No. [REDACTED] Destruction of Classified  
or Controlled Material  
Draft dated 4 August 1955

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/s/ LGC

Recs. Mgt. Staff

31 August 1955

COMMENT: 6 a (3) has the following changes:

Form No. 312: Top Secret Posting Record maintained by the Area Top Secret Control Officer shall reflect the destruction by appropriate entry, name of authority, person accomplishing the destruction and witness. Similar documentation shall be maintained on Form No. 312a, Unit Control Record, when the material is destroyed by the Unit Top Secret Control Officer.

6 c (2) (a) - Suggest Form No. 131 suitably modified to meet Security's requirements be prescribed for use (now used by OCI only).

Regarding the above changes believe Form 131 (attached) suitably modified should be prescribed for this purpose.

(see reversed side)

RECEIVED TSPS 2005 11 21 10 00 00

YH0 320 11/21/05

Form 312a referred to on page 6 has not been printed. [redacted] has advised it should not be printed until the Handbook for TS Control Pers. has been coordinated. This has not yet been done and [redacted] is holding this form. Release of this regulation should thus be coordinated with the Handbook or a suitable statement regarding availability of Form 312a placed in the regulation.

See Attachment.



**CIA INTERNAL USE ONLY**

Page 2, para. 2b(2)

Change the last sentence to read:

"In the event that such schedules have not been prepared, questions as to whether or not the material is of record or nonrecord character should be referred to the CIA Records Officer or the appropriate Area Records Officer."

Page 7, para. <sup>c</sup>6b(2)(b)

Replace this paragraph with the following:

"The original of the executed Certificate of Destruction shall be sent to the originator of the document and the copy shall be retained by the office authorizing destruction."

If the material bears specific instructions requiring accountability to the originator the Certificate should be forwarded to the originator since the Records Center has no such responsibility. In addition, due to the nature of a records center, it is feasible to receive records only in file series or groups, not paper by paper.

Page 7, para. 6b(2)(c)

Delete this paragraph.

Retention periods should be applied through the medium of the records control schedule for the following reasons:

1. Legal authority will have to be obtained for their destruction.
2. Only in very few cases are the certificates of destruction maintained and scheduled independently of other records. In practically all cases, due to their small volume the certificates are maintained and scheduled as a part of a larger group of records such as a subject file. Files such as these are scheduled for varying retention periods depending on their overall value, with a minimum retention period of one year. It is not feasible or economical to screen such files to remove the certificates so that they can be destroyed after a shorter or longer period than the subject file.

**CIA INTERNAL USE ONLY**

Page 3, para. 3

Delete reference to retention period and change paragraph to read as follows:

"Secret and Confidential documents destroyed in accordance with the provisions of this regulation shall be recorded in the appropriate logs. The recording shall be accomplished by individual document except when the material is destroyed in accordance with an approved records control schedule, in such cases the description contained in the schedule may be used on the log."

The reference to a retention period should be deleted for the same reasons given for deleting para. 6b(2)(c).

The exception to the recording of the destruction of individual documents on a log was concurred in by ☐ Chief, Physical Security Division/SC on the 19th July.

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1		<i>H</i>	<i>8/5</i>
2			<i>See attached comments.</i>
3			
4		<i>*</i>	<i>8/29</i>
5			
FROM		INITIALS	DATE
1			
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<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

*Comments by 25 Aug.*  
*\* See changes made on page 6*  
*Page 7 - Believe form 131*  
*substantially modified should*  
*be prepared for this purpose.*

See attached copy.

Form 3129 referred to on  
page 4 has not been  
printed. [redacted]

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be printed until the hand-  
book for TS Control Pers.  
has been coordinated. This  
has not yet been done &

[redacted] is holding this  
form. Release of this reg.  
should thus be coordinated  
with the HPS as a suitable  
statement re availability of  
Form 3129 placed in the  
reg. [redacted]

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